Business Services Online Tutorial

How To Use Social Security Number Verification Service (SSNVS)

Lesson 1: Introduction

Social Security Number Verification Service is an online service that enables employers to verify employee names and Social Security Numbers. Social Security Number Verification Service consists of four parts:

Request Online SSNVS Verification

Interactive Verification allows you to enter up to 10 Names and Social Security Numbers to be verified by the Social Security Administration. Results are returned immediately and can be viewed online.

Submit an Electronic File for SSNVS Verification

This feature allows you to upload a file containing Names and Social Security Numbers to be verified by the Social Security Administration. The results are available by the next business day.

View Status and Retrieval Information

This feature allows you to view the current status of a submission, view results from an uploaded file, or download verification results.

Employee Verification Service (EVS) User Manual

This feature allows you to browse the Employer Verification Service (EVS) User Manual online.

Lesson 2: How To Use Request Online SSNVS Verification

Step 1: Select the 'Login' link from the Business Services Online Welcome page.

(**Note:** You must be a pilot participant and have a Personal Identification Number (PIN)

and password to use the Social Security Verification Number Service.)

Step 2: The attestation page will display. After reading and agreeing to the terms of use for SSNVS, select the 'I Accept' button at the end of the page.

Step 3: Type your Personal Identification Number (PIN) and Password.
(**NOTE:** To access this service, you must be a participant in the pilot program.)

Step 4: From the Business Services Online home page, select the 'Request Online SSN Verification' link from the Business Services Online (BSO) home page.

Step 5: The SSN Verification web page will display. Enter the information to request up

to 10 names and SSNs for immediate verification against SSA's records.

(**Note:** SSN, First Name, and Last Name are mandatory fields.)

Step 6: After entering the data you wish to verify, select the 'Submit' button to process the data. Select the 'Clear Form' button to delete the data.

Step 7: The SSN Verification Results page will display. This page will display the total records submitted, total records that successfully verified, and total records that failed verification against SSA's records.
(**Note:** Only the results that do not match SSA's records will display on this page.)

Step 8: If the data does not match SSA's records, select the 'What to do if Names/SSNs don't match' link to view important information.

Step 9: The important information web page is displayed.

Lesson 3: How to use Submit an Electronic File for SSN Verification

Step 1: Select the 'Submit an electronic file for SSNVS verification' link from the Business Services Online home page.

Step 2: The File Submission for SSN Verification web page will display. Either type the file name or select the 'Browse' button to select the file to be uploaded.

(**Note:** The file can be up to 4 MB for batch processing for results within 24 hours. Then select the 'Submit File Now' button.)

Step 3: The Tracking Number Confirmation page will display. Be sure to keep a record of this tracking number. You will need it to track the status of your submitted file.

Step 4: You can select the 'Submit Another File' button if you wish to upload another file. Select the 'Home Page' button to return to the BSO Home Page.

Lesson 4: How to use View Status and Retrieval Information

Step 1: Select the 'View Status & Retrieval Information' link from the Business Services Online home page.

Step 2: The Status and Retrieval web page will display. You can view the status of files submitted for batch processing and review online submission results of SSN/Names that failed verification.

Step 3: There are three options to view the status of your submitted file.

Option 1: You may enter the specific tracking number.
Option 2: You may enter a start and end date to view the status of files submitted within that timeframe.
Option 3: You may use this option to view all SSNVS files submissions associated with your PIN.

Step 4: After selecting one of the above options, the Status and Results page will display. You will be able to either view or download your file.
(**Note:** If you would like a description of the Status Codes, you may view the Status Code Explanation table displayed on this page.)

Lesson 5: View Employee Verification Service (EVS) User Manual

Step 1: Select the 'Employee Verification Service (EVS) User Manual' link from the Business Services Online home page.

Step 2: The Employee Verification Service User Manual is displayed for you to view the online version of the EVS User Manual.